

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, March 18, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, March 18, 2019** at 6:30 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Steve Wagner, Konnie Kuiper and Mark Herak were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Rhett L. Tauber, Town Attorney; John M. Bach, Public Works Director; Mark Knesek, Operations Director; and Kathy DeGuilio-Fox, Redevelopment Director; were present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); Larry Kondrat, Board of Waterworks Directors; Richard Underkofler and Constance Bahena Sherbondy of the Tree Advisory Board; and LuAnn Jurczak of the Highland School Town Board of Trustees were present.

Guests Present: Robin Carlascio of the Idea Factory; and Harry Vandevelt and Pat Popa of Humane Indiana; and Richard Leverett, J.D., Director, External Affairs for AT&T Indiana were also present.

General Substance of Matters Discussed.

1. *Discuss the Humane Indiana "Owl Project".* Harry Vandevelt and Pat Popa made a joint presentation on behalf of Humane Indiana regarding its latest fund raising activity, styled as a public art project. Styled as "*Owl you need is love*", the project entails sponsoring a sculpted owl that can be painted or decorated by Humane Indiana or one that will come plain and then can be decorated or painted by the donor/sponsor. Humane Indiana is a not-for-profit 501(c)3 organization promoting humane treatment of animals (formerly the Humane Society of the Calumet).

The project seeks to cover Lake and Porter Counties.

The public art project is to bring awareness of Humane Indiana's mission, and services to the community by way of OWL PUBLIC ART. Participation in the project will benefit animals at Humane Indiana's Shelter and Clinic in Munster and services and educational programming at its Wildlife Education Center in Valparaiso.

The OWL sculpture is four-feet high, 50 lb., made of fiberglass and serve as a blank canvas for local artists to display and tout their creativity. Mr. Vandevelt and Ms. Popa brought one of the figures to show the Town Council.

Ms. Popa pointed out that once an artist has completed design of the owl, it's ready to be displayed at the sponsor's/owner's location choice by July 15th.

Ms. Popa further stated that all submissions for participation in the Owl Public Art Project need to be received by June 1st. Sculptures will be delivered to participants within 7-10 working days and finished, designed pieces should be displayed

outdoors no later than July 15th for the entirety of the exhibit which runs through October 15th.

Ms. Popa noted that a sponsorship is \$1,950 if the sponsor desires that the decoration and design be provided by Humane Indiana. If a plain figure is sought, and the sponsor seeks his or her own decorators, the fee is \$1,325.

The Town Council discussed notifying people regarding the project through the monthly public newsletter. The Town Council President thanked Ms. Popa and Mr. Vandevelt.

2. *Discussed with Constance Sherbondy and Richard Underkofler of the Tree Advisory Board the Plans for Arbor Day.*

Ms. Sherbondy and Richard Underkofler of the Tree Advisory Board discussed the Board's desire to work toward having the Town of Highland named as a Tree City USA Community.

Ms. Sherbondy described the several steps outlined by the Arbor Day Foundation that are necessary in order to qualify a community for the designation as a Tree City USA Community. She noted that many of the steps have been attained already, with the adoption of a Urban Forest Plan, establishing a Tree Advisory Board and adopting a budget toward its activities of at least \$2 per capita. She further noted that a proclamation would be required and a sample of the proclamation was provided to the Town Council and the Town Clerk-Treasurer.

Finally, Ms. Sherbondy described the requirement to mark Arbor Day, this year on April 26, 2019 with an appropriate ceremony. She stated further that early planning sought to have a ceremony conducted at Warren Elementary School at 1:30 p.m. on that date.

The Town Council President affirmed the project and encouraged the Tree Board to move forward.

3. *Discussed the Proposed Renewal with Pitney Bowes for a Postage Machine and related services.*

The Town Clerk-Treasurer presented the proposed agreement for renewals for the postage machine. He noted for the 48 month term at a monthly fee of \$129.29 the total cost for all four years would be only \$6,205.92. The Town Clerk-Treasurer explained that the use of a postal meter allows for same day cancellation, so Town mail arrives more quickly. Further the postage costs are better managed by centralizing the costs and making these part of the internal services provided by the Information, Communications Technology Fund. Finally, the Clerk-Treasurer noted that this matter required the Town Council's approval because the agreement was for a term greater than one year. Finally, the Town Clerk-Treasurer stated that this proposed agreement is reduced in cost from the current expiring agreement.

The Town Council President asked the Town Clerk-Treasurer to place the matter on the agenda of the Town Council meeting of Monday, March 25, 2019.

4. *Discussed with Richard Leverett of AT&T Indiana its proposed agreement for 5G Cell Stations.*

The Public Works Director noted that the proposed agreement was in the documents accompanying the discussion topics for the meeting. The Public Works Director further pointed out that Chapter 15.41 of the Highland Municipal Code was adopted in part to allow the level of regulation and related fees for permitting that still was permissible under the changes in State and Federal Law for this type of activity.

Mr. Leverett explained the desire of AT&T Indiana to place these newer cell towers to support the fifth generation of cellular and wireless communication. He further stated that it was AT&T's desire to work with the local government and the community in bringing in this new hardware, which is intended to use existing posts and rights of way.

The Town Attorney indicated that he had reviewed the proposed agreement, and found it to be in order.

Members of the Town Council inquired whether the Town assumed any liability for the equipment that may become damaged. It was noted that AT&T would be responsible for the upkeep of the new hardware and no liability would be assumed by the Town for the equipment.

The Town Council President asked the Clerk-Treasurer to cause the agreement to be placed on the agenda of the Town Council meeting for Monday, March 25, 2019.

5. *Discussed a Proposed Sense of the Town Council Resolution Objecting to the Proposed Electrical rates increase of 12% on residential users.*

The Town Council and the Town Clerk-Treasurer discussed a draft of a proposed "Sense of the Town Council Resolution" pronouncing its opposition to the NIPSCO Rate Increase in IURC Cause 45159.

The Town Clerk-Treasurer indicated that he received some modest revisions that he would likely incorporate into the resolution suggested by Ted Sommer from London Witte, who filed the intervening petition objecting to the rate increases on behalf of Highland and seven other municipalities.

The Town Council President asked the Clerk-Treasurer to cause the agreement to be placed on the agenda of the Town Council meeting for Monday, March 25, 2019.

Finally, it was informally agreed upon to discuss the scheduling of a possible demonstration by OpenGov of the software that is being considered by the Office of the Clerk-Treasurer at a future time. The matter could be managed by the Town Council President and the Town Clerk-Treasurer and set for a future meeting to actually host a demonstration.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 18, 2019**, was adjourned at 7:04 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer